

AWARDS PROGRAM CHECKLIST

POWERPOINT SUBMISSION

- ☐ Did NOT alter the font size, color, type, or location of the text or color of the background.
- ☐ No animations, overlapping photos or hyperlinks in the PowerPoint submission. (If these are used, the submittal will be disqualified).
- ☐ Clearances obtained for use of photographs in conjunction with publicity and recognition of the project.
- ☐ **Removed architect or firm name, logo, project identification, any symbol or identifying marks on slides except the credit slide.** (The only exception to this rule is a fixed, permanent building sign being allowed on image slides.)
- ☐ Slide .01 shall include a brief program summary of 25 words or less and a program statement of 250 words or less. The building area, cost per square foot, construction cost, and date of completion is indicated on the right-hand side of the PowerPoint template. Any information that conveys the architect, firm or name of the project IS NOT included on this slide.
- ☐ Slides following slide .01 have been used for image slides. Each submission must have between 8 and 12 image slides plus 2 information slides (**Summary slide (first slide) and Credit slide (last slide), for a minimum of 10 slides and a maximum of 14 total slides**). Submissions must include at least 1 plan and 1 image in the image slides. There may be multiple images on an individual slide; however, all images must fit within the 7" x 7" square indicated on the sample slide. **The maximum size of the PowerPoint submission file, in its entirety, should not exceed 15 mb.**
- ☐ Credit slide is the last slide of the submission. It includes the project name, project location, owner/client, architect(s) of record including names and addresses, project team, landscape architect, consultants, general contractor and photographer(s).
- ☐ Email submissions will not be accepted. Deadline for receipt of PowerPoint submission and publicity photos to AIA Louisiana, is midnight, July 2, 2026. **Project Submissions must be saved and uploaded as a PowerPoint file.**

UPLOAD FILES

DIGITAL BOARDS

- ☐ Neither slide layout nor background color has been changed. Note: The full template can be used. **No borders are required for this layout.**
- ☐ File contains only two graphic slides and one credit slide (credit slide is a duplicate of one used in presentation files)
- ☐ Design of the first two graphic slides may use plans, sections, renderings, photographs, etc. to clearly explain the project. (Remember these slides will appear on a flatscreen TV and viewers will be standing in the room to see them)
- ☐ Assigned entry number is visible on the upper right side of each slide. Slides with no entry number will be disqualified.
- ☐ Board slides are identified only by entry number. Architect or firm name, logo, project identification or any symbol or identifying marks is not showing on slides. The only exception to this rule is a fixed, permanent building sign is allowed on photographs.
- ☐ Digital Boards must be received by AIA Louisiana no later than midnight, Friday, July 30, 2026. Failure to meet this deadline will result in disqualification. **Digital Boards must be saved and uploaded as a pdf file.**

**UPLOAD
DIGITAL BOARDS**

GENERAL

- ☐ Submitted 2 publicity images using the button below. For publicity purposes, please include 2 separate photos (300 dpi and 10mb or less) of your project in the upload.
- ☐ Submit Digital Boards (saved as a pdf file) online using the button above (10MB or less file size).
- ☐ Submit (2) PowerPoint full presentations online using the button below: *one with a credit slide and one without.* Please identify the files by Entry number - example: "A-00 (w/credit slide) / A-00 (w/o credit slide)."
- ☐ Email submissions will not be accepted. Deadline for receipt of PowerPoint submission and publicity photos to AIA Louisiana, is midnight, July 2, 2026. Deadline for Digital Boards is midnight, July 30, 2026.

UPLOAD FILES